



Job Posting

Position Title: Store Clerk (00020742)

Reports To: Noranda French, Director of Business Services

Location:

TN School for the Blind
115 Stewarts Ferry Pike
Donelson, TN 37214

Position Description: Under general supervision, is responsible for stores clerical and related work of average difficulty; and performs related work as required.

Distinguishing Features: This is the entry class in the stores sub series. This class differs from lower level laboring and warehousing classes found in stores and warehouses in that those classes emphasize manual labor to a greater extent and have lesser responsibility for operation of storehouses. Lower level clerical class incumbents may also aspire to this class through assisting in routine stores clerical, or in procurement operations. This class differs from that of Storekeeper 1 in that an incumbent of the latter has responsibility for a moderate-sized storehouse with substantial square footage, or a substantial number of stock items, or assists a storekeeper in his responsibilities, or is responsible for the specialty area of receiving, inventory and shipping in a moderate-sized to largest of storehouses.

1. Specific Position Responsibilities:

1. Operates a relatively small storehouse such as for a smaller department or divisional operating unit as may be found in smaller parks, laboratories, small institutions, small military sites, and family planning, maternal health, and other units.



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2. Operates a storehouse which is a small sub-inventory of a main warehouse such as may deal with clothing, furniture, and property.
3. Assists a storekeeper in the receipt, disbursal, shipping, ordering and inventory of a moderate-sized sub-inventory storehouse such as may be found in large hospital maintenance units.
4. Assists storekeepers in charge of major units of a main inventory storehouse in their specialty area; or in a main inventory storehouse may be responsible for receiving and/or inventory.
5. Receives goods from vendors and checks items for proper condition, quantity and description; records and checks against purchase orders, shipping orders, or other documents.
6. Unpacks, sorts, and stores items in appropriate storage areas in a safe manner; posts and records; conducts routine inventories; may ship materials.
7. Takes inventory of storehouse and maintains running inventory of commodities; makes up orders for replacement commodities; prepares periodic reports of activities and other matters as required.
8. Operates and/or utilizes a variety of business and other machines and appliances including: calculator, typewriter (to a limited degree), copy machines, telephone, franking machine, postage scales, and carts; occasionally uses pallet jacks, fork lifts, floor jacks, trucks, and vans.
9. May direct the work of lower level storehouse workers as assigned; in correctional facilities, may direct inmates assigned to assist in activities.

Qualifications:

Education and Experience: Education equivalent to graduation from a standard high school.

Substitution of Experience for Education: Qualifying experience in stores or warehousing may be substituted for the required education on a year-for-year basis.



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Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Pamela.Jackson@tsbtigers.org. Applications will be accepted until the close of business on April 15, 2016.

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